

County of Tulare Supervisory Academy



HUMAN RESOURCES
& DEVELOPMENT
TULARE COUNTY

The Supervisory Academy Is In Its 19th Year:

Designed for Employees Who Currently Have Supervisorial Responsibilities Including Lead Workers

Ref: County Personnel Rule 9, 3.2: -All new supervisors shall participate in the County's Supervisory training program...within 180 days of appointment to the position of supervisor and conclude the training session within two years of appointment."

There are 12 workshops and an AB 1825 Harassment Prevention workshop (State mandated) that make up the Academy. Each series of workshops are launched on a rotating basis approximately every 3 months.

Academy curriculum is divided into two tracks which will provide a framework, supervisory guidelines, and best practices to allow each academy participant to successfully develop their supervisory acumen within Tulare County.

- Behavioral track: Focus is on the people side of supervising and will provide participants with tools to aid them in fostering a cohesive, innovative, and productive working unit.
- Systems track: Focus is on the policies related to the job.

PREREQUISITE WORKSHOPS: Must be completed before other workshops may be attended.

***The Role of the Supervisor/Communication Is Key**

***Behavioral Styles-The DISC Profile.**

These workshops prepare participants for the remaining workshops. Once these two workshops are completed, participants may register for and attend the remaining 10 workshops in any order they choose. Typically, there are 2 to 4 workshops offered per month. Each workshop is ½ day in length.

WORKSHOP LOCATIONS:

Most workshops are held at the County's Human Resources & Development (HR&D) building at 2900 W. Burrell in Visalia.

WORKSHOP SCHEDULES:

Workshop schedules and descriptions are posted on the County's intranet site: **tcweb** in the Human Resources folder: Select the **"Information"** tab, then the **"Training"** tab, finally, select the **"Supervisory Academy"** tab.

HOW TO ENROLL: Send an email from the **GroupWise** system by typing **Train_Reg** in the **"To"** field requesting enrollment. Or, email Train_Reg@co.tulare.ca.us Please Write: **"Supervisory Academy Registration"** in the subject line. Include in the body of your message: **Name, Job Title, Employee ID#, Department Location and Phone Number**, in addition to the listing the dates and workshops desired.

(Participants who do not have e-mail access may call HR&D at 636-4909 and ask for Supervisory Academy registration.)

WORKSHOPS MAY FILL UP QUICKLY: When this occurs, employees are put on a waiting list, and will be notified if there is a cancellation.

Workshop Descriptions

1. Introduction and Roles of the Supervisor / Communication is Key: (Behavioral) -4 Hours

-Prerequisite Course

Participants are given an overview of the academy as well as the key concepts of being a Supervisor. Included in this workshop is a video that introduces the concept of putting ideas into actions. This workshop is designed to be interactive, with discussions, group activities, and idea sharing in a blended, learning atmosphere. Sharing is welcomed.

2. Behavioral Styles-The DISC Profile (Behavioral) -4 Hours

-Prerequisite Course

Participants learn their behavioral style through the use of the Classic DISC Profile workbook tools.

There are 4 basic styles of behavior: Dominance, Influence, Steadiness and Conscientiousness. Once their behavioral style is identified, participants are given a series of work situations to solve. Participants gain insight about how to supervise staff with different behavioral styles, as well as how to interact with peers and managers. Group activities and team work are part of this workshop

3. Harassment Prevention (AB 1825) Presented by County Counsel -2 Hours

-Mandatory every 2 years

Participants will explore the rules and regulations from Federal, State, and County that protects employer / and employees against discrimination, harassment, and engages participants through scenario to practice identifying such discrimination and harassment situations. This knowledge and activity takes a proactive approach to our workforce. This workshop is AB 1825 compliant and state approved to offer 2 MCLE credits to attorneys and paralegals.

4. Generations in the Workforce (Behavioral) -4 hours

Focuses on the need to understand and relate to working and supervising employees from multiple generations including the Traditionalists, Baby Boomers, Generation X and Millennials. This information will arm supervisors with the thoughtful interpersonal approaches when interacting with their staff, forming work groups, introducing change, etc.

5. Managing Change and Conflict at Work (Behavioral) -4 hours

Participants will explore several kinds of conflict and effective strategies to deal with workplace conflict. Change is inevitable and how we introduce change can make or break workflow, moral, and productivity. Participants will also explore Change Management and ways to introduce change, into the workplace in a manner that fosters collaboration, empowerment, benefit, and buy-in, while minimizing resistance (push back).

6. Coaching and Counseling (Behavioral) -4 hours

Should you coach your staff for performance and counsel them for attitude or is it the other way around? Participants learn to distinguish between coaching and counseling techniques and when to use them. They will identify effective methods in counseling difficult employee situations and coaching them towards performance standards using a variety of skits, video, and discussion.

7. Teambuilding (Behavioral) -4 hours

Focuses on building and maintaining a strong working unit participants experience a team building activity and debrief how effective their team was at problem solving. Other topics covered in this workshop are workplace delegation and employee empowerment.

8. Discipline and Grievances (Systems) -4 hours

This workshop focuses on the County's Employee Disciplinary and Grievance processes as outlined by County Administrative Rule # 17.

9. Drugs and Alcohol Detection (Systems) -4 hours

The proactive knowledge of drug and alcohol detection in the workplace is an important concern for every supervisor. What does a person on drugs look like? Is it always easy to detect? Participants will learn from Tulare County Drug and

Alcohol Subject Matter Experts, who offer up to-date-information about detection and the appropriate steps to take to assist the employee, and if necessary, how to take the appropriate steps in removing the employee from their worksite. Drug/alcohol testing/screening is addressed. This workshop is State approved to offer 3 MCLE credits to attorneys and paralegals.

10. Hiring and Staffing/ Performance Appraisals (Systems) -4 hours

*The County's process of recruiting, screening, testing, interviewing, hiring and staffing is covered in this workshop. Tulare County Human Resource will guide supervisors through each phase of the hiring process. Participants will receive hands-on experience in reviewing applications and making hiring decision recommendations. (2 Hours)

*Tulare County Human Resources Representative will take a step-by-step approach in teaching Performance Appraisal Process. Participants are given practical tips to aid them in completing an employee performance appraisal. The workshop also gives supervisors the opportunity to look over a fictitious performance appraisal and to address ways in which to correct or improve the appraisal. (2 Hours)

11. Leave of Absence (Systems) -4 hours

This workshop will review the laws and policies of the Leave of Absence process and the Supervisor's role when an employee takes a Leave of Absence. This session will be broken down and introduced in three parts by departmental experts from Human Resources and Risk Management: Leave of Absence -Benefits -Accommodations

12. Workplace Violence Prevention/Awareness (Systems) -3.5 hours

The goal of this workshop is to give employees awareness of violence in the workplace, how to recognize the warning signs to identify the different forms of violence. It is the ability to classify the assailant type to the worker or workplace. The importance of reporting threats and incidents and what actions employees can take to prevent or minimize the violence to increase the safety in the work place. *County Safety Staff, Kim Starr conducts a thorough Safety workshop for supervisors focusing on potential workplace safety issues including: Driver's Training, Ergonomics, Lifting, Slips, Trips, Falls, and more. (2 Hours)
